

General Service Administration

Federal Supply Services Authorized Supply Scheduled Price List

GSA Contract Number: GS-33F-0003X
Contract Period: October 25, 2010 through October 25, 2015

Travel Management Company, LTD

2101 County Road 6 West

Elkhart, IN 46514

P: (866) 569-3296

F: (574) 264-9584

quotes@tmcjets.com



Schedule 599 Travel Services Solutions
SIN 599-4 Air Charter Services – Owner Operated
SIN 599-1000 Contract Support Items (Auxiliary Supplies/Services)

Business Size: Small Business



For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery orders are available through GSA Advantage!, a menu driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov

Table of Content

Customer Terms & Conditions.....	3
Company Overview.....	6
Safety Management System (SMS).....	7
Price List.....	10
Auxiliary Charge Price List.....	10

Customer Terms & Conditions

1a. Award Special Item Number(s):

SIN 599-4, Air Charter Services – Owner Operated

SIN 599-1000, Contract Support Items, Auxiliary Services

2. Maximum Order Guidelines: \$1,000,000

3. Minimum Order Limitations: \$50.00

4. Geographic Coverage (delivery area): United States, Canada, the Caribbean and Mexico

5. Points of Production: N/A

6. Basic Discounts: The GSA price list reflects discounts and the prevailing IFF rate. Currently the IFF rate is .75%.

7. Quantity Discount:

----- The Rebate Program is based upon Monthly Net Invoice Total

*Net invoice will be calculated as total invoice amount less federal excise tax and segment tax (domestic and international).

Net Invoice Total	Rebate %
\$0 - \$199,999	N/A
\$200,000	2%
\$200,001 - \$400,000	3%
\$400,000 - \$600,000	4%
\$600,000 +	5%

8. Payment Terms: Net 30 days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign Items: N/A

11a. Time of Delivery: 24-hour advance notice from departure date

11b. Expedited Delivery: 8 – 24 hours. Please call (866) 569-3296 to receive immediate assistance.

12. F.O.B point (s): Destination

13. Ordering Address:

Travel Management Company
2101 County Road 6 West
Elkhart, IN 46514

14. Payment Address(es):

Travel Management Company
Attn: Accounts Receivable
2101 County Road 6 West
Elkhart, IN 46514

15. Warranty Provision: N/A

16. Export Packing Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance: A 4% convenience fee will be added to all Government Purchase Cards that are made above the micro-purchase threshold. If paying by valid check or wire transfer, a 10-day hold will be placed on the Government Purchase Card. If a valid check or wire transfer has not been received within 30 days of the card's authorization, Government Purchase Card will be charged a 4% convenience fee for all charges above the micro-purchase threshold.

18. Terms and Conditions of Rental, Maintenance, And Repair: If the scheduled TMC aircraft is unavailable due to mechanical problems, TMC will substitute another TMC aircraft, provided the substitute aircraft can be made available within 5 hours of the original scheduled departure time.

19. Terms and Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: N/A

20a. Terms and Conditions for Any Other Services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventive Maintenance: TMC adheres to a rigid policy for preventative maintenance, both for our fleet and our team to ensure that all aircraft always perform at their best. We adhere to all formal written guidelines spelled out in our Operations Manual, Employee Handbook, Policies & Procedures, and the F.A.R Rules and Manuals. TMC works closely with all aircraft manufactures to ensure we always meet or exceed the required maintenance schedule for all our aircraft. All scheduled and/or unscheduled maintenance must be approved and reviewed by our maintenance supervisor and/or controllers to ensure that an aircraft is airworthy prior to flight. Our maintenance supervisor and/or controllers have full authority to ground any aircraft until he/she ensures that the aircraft meets both FAA and the aircraft manufacture's safety standards. The maintenance department is responsible for maximizing the efficiency in the maintenance schedule, which in turn minimizes the amount of downtime in the aircraft, especially during preventative maintenance checks, and allows us the capability to handle most if not all flight requests.

24. Special Attributes Such As Environmental Attributes: N/A

25. Data Universal Number System (DUNS) Number: 783418390

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database:
FSD9637

Company Overview

Travel Management Company (TMC) is a privately owned, full-service air charter company. We are one of North America's largest, most experienced and fastest growing operators. TMC is not an aircraft management company. We are unique because we own and operate our entire fleet, providing the flexibility to customize each trip according to your needs, while achieving the highest standards of safety and service. We are an integral component in the aviation industry and an operator that truly can be trusted.

TMC owns and operates 38 light and midsize jets, strategically positioned throughout North America. Our fleet includes the industry's newest and largest privately owned fleet of Hawker 400XP's, along with a growing fleet of Hawker 800/850XP's. We have the ability to utilize more than 5,500 airports in the United States, Canada, the Caribbean and Mexico. This flexibility positions you closer to your destination and drastically reduces drive time. Our value lies in blending newer aircraft and excellent service at a competitive price for both one-way and round trip destinations.

Customer Service

TMC insists on the highest level of professionalism. We will act on your behalf to find the most cost-effective solution to your travel needs. Our sales and flight department staff are available 24/7/365, to assist with in-flight catering, ground transportation and hotel accommodations.

Our sales staff's main function is to enhance the quality of your experience by developing a solid rapport with you and your agency. TMC's sales staff will provide you with a detailed quote within 20 minutes of receiving your trip request. The quote will include photographs of the interior and exterior of the aircraft, seating capabilities, pricing, and any other requested documentation. Once we've received your signed contract and payment terms have been established, TMC immediately will begin making arrangements to customize your trip to meet your travel requirements.

Vehicles to use for quote requests

- By calling (866) 569-3296
- Emailing us at quotes@tmcjets.com
- Visiting our website at www.tmcjets.co

Safety

TMC's main focus is the safety and security of our clients. Our fleet's safety record ranks with the highest in the industry and we are committed to maintaining our ARG/US Platinum Safety Rating, the highest safety rating which is earned by only a small percentage of operators.

Aviation Research Group/US (ARG/US) recognizes the importance of one single standard for aircraft operators around the globe, and has incorporated all the requirements of IS-BAO and ICAO into the ARG/US Platinum Standards. As such, only ARG/US can provide business aircraft charter operators with one audit that complies with ICAO, IS-BAO and ARG/US Platinum Standards.

Safety Management System

In an effort to foster safety within the company, we have designed a Safety Management System (SMS) that is functional, practical, and relevant to our business. Our company's policies and procedures clearly define guidelines of acceptable behavior which ensures safe and predictable results in our operations. With strict adherence to applicable regulatory requirements, the focus of the SMS is to effectively identify potential hazards and minimize their probability, and thereby elevate the level of safety that will ultimately define our operation.

Our Safety Management System has been uniquely tailored to Travel Management Company's operational design. It begins with an Aviation Safety Action Program (ASAP) intended to identify potential vulnerabilities through the voluntary reporting of safety related issues and events, and reputable controls to mitigate their probability. Corrective actions through ASAP are educational rather than disciplinary which instills confidence and provides incentive to participate in the program. Both the Pilots and Mechanics at TMC are included in the ASAP Program. Another crucial component to TMC's Safety Management System is an Internal Evaluation Program (IEP). Its principal function is to substantiate compliance with regulatory requirements and the organization's established safety goals, and thereby assess latent risks associated with various departments. Daily appraisal of prospective risks is rudimentary to operational control and elemental to our SMS program. Utilizing the Risk Assessment guide and associated Risk Matrix, we have identified risk elements that, singularly, are considered acceptable, but in conjunction with various other elements, may require managerial involvement in determining a tolerable alternative. Finally, collective involvement and trust in the SMS program are vital to its success. Safety promotion therefore, is fundamental to developing a culture of safety throughout the company.

In order for the SMS to be effective, the role of safety in supporting the company's primary mission must be ingrained in the collective mindset and cultural mores of each individual in the organization. Quarterly Safety Committee meetings, monthly ASAP Event Review Committee meetings, Safety Initiatives, and the Company's Safety Newsletter are some of the resources aimed at nurturing a well balanced safety culture. Submitters of ASAP Reports see their safety related concerns relayed directly to their fellow employees. This ensures that their concerns are heard, not just by Management personnel, but by the entire company.

Pilot Training and Certification

We continuously make major investments in programs, equipment and compensations in order to attract and retain exceptionally qualified crewmembers from every area of the aviation industry. Our pilots have an average experience level of 8,000 flight hours. Newly hired crewmembers must satisfy strict performance standards established from Initial Indoctrination Training, Flightsafety International Training, Company Indoctrination, and Company Checks accomplished annually for both captains and first officers. In addition, captains must pass a check-ride in their type rated aircraft at each 6-month interval. Every flight is scheduled with two pilots who are type-rated in their respected aircraft. This is to ensure that all pilots are well trained on the aircraft instrumentation which drastically reduces the likelihood of any error.

Security

TMC complies with all TSA and Homeland Security requirements and has specific policies in place for the proper disposal of passenger manifest.

Problem Resolution

Quality control is vital to every function in air transportation. By operating our company according to proper procedures and strict supervision, we minimize problems and anticipate maintenance needs in advance. Our standards of performance are well established and never vary .

If an unforeseen event arises such as a mechanical problem, TMC will re-position one of our closest aircraft, providing the substitute aircraft can be made available within 5 hours of the original scheduled departure time. If we do not have a plane available within the given time frame, our trained staff will work with you to create an alternative solution.

Managing Multiple Assignments

TMC uses a well-known integrated software system called Flight Operations System (FOS). FOS maximizes our capability in reservations, flight following, scheduling, crew record management, and invoicing. All information is recorded and tracked by our Flight Planning Department.

TMC's diverse fleet is able to meet the need of any request. Our adept sales, flight planning, flight tracking, crew and administrative support are properly trained to handle all accounts of virtually any size. Every flight is planned in exact detail to ensure flawless results. We are dedicated to assisting you now and in the future.

Travel Management Company Price List

SIN	Aircraft Type	Seating	Price Per Block Hour	Peak Time Price Per Block Hour
599-4	*Hawker 400XP	7 - 8 passengers	\$3,188.68	\$3,188.68
599-4	Citation S/II	7 – 8 passengers	\$2, 465.74	\$2,465.74
599-4	Hawker 850XP	8 – 9 passengers	\$4,240.31	\$4,240.31
599-4	Hawker 800XP	8 - 9 passengers	\$4,240.31	\$4,240.31

*Model Year: 2006 - 2010

Auxiliary Charges

Contract Support Items, SIN 599-1000

Positioning Fee	TBD	Cost based on hourly rate of aircraft	Measured from aircraft location to departure city prior to trip.
Airport Landing/Ramp/Parking Fees Light Jet	\$125.94		Ground handler charges for utilization of ramp space
Airport Landing/Ramp/Parking Fees Midsize Jet	\$151.13		Ground handler charges for utilization of ramp space
Hanger Facilities	\$352.63		Cost per day for hanger use
U.S. Customs	\$201.50		
International Fees	\$705.25	Canadian Fees (all others-call for quote)	Fees for coordinating customs, landing rights, overflight permits, ground handling
Crew Overnight	\$604.50	Per crew	Crew hotel and per diem cost per night
Standard Light Meal	Actual Cost + 20% + IFF	Each	Continental Breakfast/Sandwiches-per person
Standard Hot Meal	Actual Cost + 20% + IFF	Each	Hot dinner with side salad and dessert-per person
VIP Catering	Actual Cost + 20% + IFF	Each	Hot dinner (steak/shrimp), salad, dessert-per person
De-Icing	Actual Cost		
Flight Phone (per mile)	\$8.06	Per minute	
Fuel Surcharge	\$4.79	Cost per gallon of fuel burned per hour for complete itinerary, including positioning fees	Fuel Surcharge = (price per gallon – fuel base price) times gallon per hour estimated. "Price per gallon" equals the price set forth in the monthly survey of fuel prices conducted by Conklin & De Decker Associates, Inc. "Base Price" equals \$4.75 per gallon. "Gallons per hour estimate" equals 200 gallons per hour in a light jet and 275 gallons per hour in a midsize jet.
Ground Transportation	Actual Cost + 20% + IFF		Transferring passengers to and from airport-Per limo transfer
Aircraft Cabin Cleaning	\$251.88		Interior cleaning of aircraft
Aircraft Towing	No cost		Movement of aircraft on the ground
Federal Excise Taxes (FET)	7.50%		7.5% of the total invoice, excluding catering and ground transportation.

11-24-10